

**RIVER VALLY SERVICES**  
**JOB OPPORTUNITY**  
**Clerk Typist**  
**RVS/YOUNG ADULT SERVICES**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Public

**Location:** DMHAS-River Valley Services, Silver Street, Middletown, CT – Young Adult Services

**Job Posting No:** RV81420

**Hours:** 1st shift - Monday -Thursday 8:30 am to 3:30, Friday 8:30 to 3:00

**Salary:** \$17.06 per hour

**Closing Date:** August 17, 2014

**Duties may include but not limited to:** Provide office support to Young Adult Services in following areas: typing, sorting and distribution of mail, monitoring and submission of mileage reports, managing and ordering of office supplies, greeting and directing visitors, organizing active filing system, coordinating and scheduling of meetings, delivering and retrieving of medical records or YAS clients for team members, monitoring of work environment on a daily basis to respond to eminence needs of office areas through completion, submission and monitoring of work orders.

**General Experience:** Six (6) months as a typist or its equivalent.

**Substitution Allowed:** Graduation from high school with coursework in typing.

**Application Instructions:**

Due to the large number of applications received, it is extremely important to list the Position Number at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12). This position number is found at the top of the posting.

**To be considered for this position:**

- 1 **DMHAS employees who are lateral/promotional/demotional candidates** must submit the State of Connecticut Application for Examination and Employment (CT-HR-12).
- 2 **Candidates from other STATE AGENCIES:** must complete a State Employment Application, (CT-HR-12), Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

**PLEASE SEND APPLICATIONS TO:**

**River Valley Services – Human Resources**  
**P. O. Box 351, Middletown, CT 06457**  
**Fax: (860) 262-5055**  
**[RVS-RECRUIT@ct.gov](mailto:RVS-RECRUIT@ct.gov)**

The State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at

**[www.ct.gov/dmhas/employmentopportunities](http://www.ct.gov/dmhas/employmentopportunities)**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers and strongly encourage the applications of women, minorities and persons with disabilities. NP-3